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A compilation of the  
information  
the exchange of  
information and data in  
Regional Medical Programs

December 3, 1968  
REGIONAL MEDICAL PROGRAMS SERVICE - New Comprehensive  
Activity of Health Services & Mental Health Administration

The official announcement of the formation of the REGIONAL MEDICAL PROGRAMS SERVICE -- which now includes the Division of Regional Medical Programs and the Division of Chronic Disease Programs -- within the newly established Health Services and Mental Health Administration is reproduced in this issue as it appeared in the Federal Register on October 30, 1968.

Additional information on this aspect of the reorganization within the Public Health Service, including the latest organization chart of the Health Services and Mental Health Administration and a listing of the administrative heads of its various components is also included.

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**Office of the Secretary**  
**PUBLIC HEALTH SERVICE; HEALTH**  
**SERVICES AND MENTAL HEALTH**  
**ADMINISTRATION**

**Statement of Organization, Functions,**  
**and Delegations of Authority**

This amendment to the Statement of Organization, Functions, and Delegations of Authority of the Department of Health, Education, and Welfare, reflects the implementation of the Reorganization Orders signed by Secretary Wilbur J. Cohen on March 13, 1968 (33 F.R. 4894), April 1, 1968 (33 F.R. 5426), and July 1, 1968 (33 F.R. 9909), with respect to the organization of the Health Services and Mental Health Administration as an operating agency of the Department. There is hereby established a new Part 5 of the Department's Statement for the Health Services and Mental Health Administration as set forth below. Those provisions in Part 4 (Public Health Service) of the Department's Statement of Organization, Functions, and Delegations of Authority which are inconsistent with the provisions of the new Part 5 are revoked herewith.

**Sec. 5-A Mission.** The Health Services and Mental Health Administration (2000) provides leadership and direction to programs and activities designed to improve physical and mental health services for all of the people of the United States and to achieve the development of health care and maintenance systems adequately financed, comprehensive, interrelated, and responsive to the needs of individuals and families in all socioeconomic and ethnic groups.

To these ends, the Health Services and Mental Health Administration: (1) Collects, analyzes, and disseminates data on births, deaths, disease incidence, health resources, and the state of the Nation's health.

(2) Plans, directs, and coordinates a national effort to improve the physical health of the people of the United States through the development of services to promote and sustain physical health, prevent physical illnesses, and provide care and treatment for physically ill persons: (a) Conducts and supports research, development, technical assistance, and information activities to improve the organization and delivery of

health services; (b) conducts and supports programs to control or prevent infectious and chronic diseases; (c) provides health services and hospital and outpatient medical care to designated beneficiaries; (d) develops and recommends quality standards for health services financed in whole or in part by programs of the Department of Health, Education, and Welfare; (e) supports planning and construction of hospitals and other health facilities; and (f) provides leadership and support for State and area comprehensive health planning and services and for regional cooperative arrangements among medical schools, research institutions, medical care facilities, and practitioners.

(3) Plans, directs, and coordinates the national effort to improve the mental health of the people of the United States through the development of knowledge, manpower, and services to promote and sustain mental health, prevent mental illness, and treat and rehabilitate mentally ill persons: (a) Conducts and supports research, development, technical assistance, training, and information activities to improve mental health services; (b) conducts or supports programs to control or prevent mental illnesses; (c) supports or provides mental health services and hospital and outpatient mental health care to designated beneficiaries; (d) recommends quality standards for mental health services, financed in whole or in part, by programs of the Department of Health, Education, and Welfare; (e) supports planning and construction of mental health hospitals and centers and other mental health facilities; and (f) provides leadership and support for comprehensive mental health planning and services.

(4) Plans, directs, and coordinates the development of physical and mental health service programs to assure: (a) That mental and physical personal health concerns are integrated; (b) that priorities which govern Administration activities apply appropriately to mental and physical health planning and service activities; and (c) that social considerations and priorities are woven into both the physical and mental health operations of the Administration.

**Sec. 5-B Organization.** The Health Services and Mental Health Administration is directed by the Administrator (Health Services and Mental Health Administration) who is responsible to the Assistant Secretary (Health and Scientific Affairs). The Administration consists of the following major components, with functions as indicated:

**OFFICE OF THE ADMINISTRATOR (2000)**

Provides leadership and direction to the programs and activities of the Health Services and Mental Health Administration.

**Immediate Office of the Administrator (2001).** (1) Provides leadership for the execution of Administration responsibilities related to the conduct and improvement of physical and mental health services for the people of the United States; (2) manages and directs the ac-

tivities of the Administration; (3) provides consultative services on physical and mental health services for the U.S. Government both at home and abroad; and (4) directs the coordination of the Administration's intergovernmental and other cooperative health programs, direct health programs, and mental health programs, to assure the integrated development of all these programs into comprehensive health programs.

**Office of Information (2017).** Under the direction of the Assistant Administrator for Information who serves as a member of the Administrator's immediate staff, plans, directs, and coordinates the information programs and health education activities of the Health Services and Mental Health Administration: (1) Advises on policy matters pertaining and related to information and communications activities—external and internal; (2) formulates policies and plans for the guidance of information activities throughout the Administration; (3) identifies programs, areas, and population groups requiring special efforts in health education and provides guidance, assistance, and support to such special efforts; (4) establishes operational procedures for the orderly and expeditious processing and dissemination of informational materials and performs a concept-review and evaluation function of all such materials (films, radio and television materials; publications, magazine articles and news features, exhibits, etc.) to ensure that information projects are supportive of program and policy objectives; (5) establishes guidelines to support informational program planning, evaluation, and budgeting; (6) determines through the conduct or sponsorship of population sampling studies or otherwise the needs for health information and education and the effectiveness of public information and education programs in meeting those needs; and (7) provides centralized supporting information services at Administration and subordinate levels with particular emphasis on regional needs.

**Office of the Assistant Administrator for Management (2019).** The Assistant Administrator for Management who serves as a member of the Administrator's immediate staff: (1) Participates in executive policy formulation and execution; (2) advises on management implications of Administration plans and programs; (3) provides Administration-wide leadership in all phases of management; and (4) directs the administrative management components in the Office of the Administrator.

**Office of Management Policy (20192).** (1) Conducts organization and management studies and surveys; (2) initiates or reviews proposals for establishing or modifying organizational structure or function, and management objectives, policies, standards, and regulations; (3) negotiates solutions to interagency, interservice, and interoffice problems of organization, functions, policy, procedures, or coordination; (4) advises and assists Administration staff and operating offices and provides general staff

support for major study groups established by the Administrator; (5) participates in program and legislative planning to assure recognition of management problems and opportunities involved; (6) advises on issues of major concern to the Administrator in the areas of general administration and program management; (7) manages the documentation and issuance system of the Administration; (8) assures the availability and adequacy of Administration-wide functional area systems of management appraisal; (9) conducts general appraisals of the effectiveness of management activities; (10) participates with program officials in conduct of in-depth appraisals of the effectiveness of program operations and management; and (11) conducts Administration-wide management improvement programs.

**Office of Systems Management (20193).** Plans, develops, and coordinates, the Administration's management information system: (1) develops the specifications for, and coordinates the implementation of Administration-wide systems for recording and processing data for program planning, direction, and control; (2) provides technical services to the Office of the Administrator in data systems design; (3) maintains liaison to insure that Administration management data needs are met and that adjustments are made to accommodate new areas of interest and changes in program emphases or goals; (4) reviews new data systems and proposals for consistency with Administration program, direction, and management needs; and (5) develops and coordinates Administration-wide programs for determining the requirements for and utilization of ADP equipment.

**Office of Financial Management (20194).** (1) Collaborates with the Office of Program Planning and Evaluation in the development and implementation of the 5-year program and financial plan for the Administration's Planning, Programming and Budgeting System; (2) develops policies and instructions for budget preparation and presentation; (3) prepares budget submissions; (4) participates in budget hearings; (5) allocates funds; (6) manages a system of budgetary controls; (7) directs planning and implementation of fiscal systems and procedures; (8) provides accounting services; (9) prepares financial reports; (10) participates in development of policies and procedures concerning financial aspects of grants and negotiated research and development contracts; (11) furnishes financial advice to contracting officers; (12) evaluates financial management systems and activities throughout the Administration; and (13) maintains liaison with the Office of the Secretary and the Bureau of the Budget.

**Office of Procurement and Materiel Management (20195).** (1) Establishes Administration objectives, policies, standards, and procedures for procurement and supply, contracting, specifications, cataloging, personal property control, forms, printing, storage, and distribution; (2) interprets regulatory issuances and provides guidance and

technical assistance in these areas; (3) acquires equipment, supplies, and services; (4) coordinates plans for utilization of Administration procurement and materiel resources under national emergency conditions; (5) evaluates procurement and materiel management activities throughout the Administration; and (6) maintains liaison with the Office of the Secretary, the General Services Administration, and other agencies concerned with procurement and materiel management activities.

**Office of Buildings and Facilities (20197).** (1) Provides guidance and technical assistance in design, construction, renovation, repair, improvement, and in related real estate activities encompassing the acquisition, utilization, and disposal of real property and provision of communication facilities, parking, and other supporting services; (2) establishes and evaluates buildings and facilities programs, objectives, policies, and procedures; and (3) maintains liaison with the Office of the Secretary, the Public Buildings Administration, and other agencies concerned with buildings and facilities.

**Office of Grants Management (20198).** (1) Coordinates the review, development, and issuance of policy and procedural materials for the Administration's grant programs; (2) establishes procedures for the receipt, review, and referral system for grant applications; (3) establishes standards and guides for and evaluates grants management operations throughout the Administration; (4) provides advice and consultation on interpretation and application of Departmental and Administration policies and procedures affecting grants management; (5) coordinates Administration positions and actions with respect to grants audit requirements and results; (6) analyzes, evaluates, and reports on Administration grant activities; and (7) maintains liaison with grantee institutions and organizations and the Office of the Secretary and other components of the Department.

**Office of Personnel (20199).** (1) Plans, directs, and coordinates personnel programs covering headquarters and field employees; (2) develops policies, procedures and standards for personnel programs and operations; (3) provides personnel service for officials and employees of the Administration; (4) provides technical advice and assistance to operating officials on all personnel matters; (5) conducts Administration-wide programs in areas such as personnel development and utilization and safety and occupational hazards control; (6) evaluates Administration personnel programs, systems, and activities; and (7) maintains liaison with the Office of the Secretary, the Civil Service Commission, and other agencies concerned with personnel management.

**Office of Program Planning and Evaluation (2031).** Under the direction of the Assistant Administrator for Program Planning and Evaluation who is a member of the Administrator's immediate staff: (1) Serves as the Administrator's principal staff arm for program plan-

ning, coordination, and evaluation, including the development of program alternatives and policy positions; (2) oversees planning, reporting, and analytical and evaluation functions in support of policy formulation and program implementation; (3) advises the Administrator and his immediate staff on program, policy, and operational implications arising from activities of the Office; (4) collaborates with the Office of Financial Management in the development and implementation of the 5-year program and financial plan for the Administration's Program Planning and Budgeting System; (5) maintains liaison with other Federal and non-Federal health agencies; (6) provides staff planning, evaluation, and coordination service to the Administrator for International Health activities and programs; and (7) assures program coordination and liaison in these areas between the Administrator and the operating program of the Administration.

**Office of Legislation (2035).** Under the direction of the Assistant Administrator for Legislation who is a member of the Administrator's immediate staff: (1) Assists in the development of Administration objectives, policies and programs, with particular reference to their relationship to statutory authorities and to Congressional trends, attitudes and policies; (2) assists the Administrator in the coordination of operating efforts toward meeting national goals and policies as reflected in the legislation related to the activities of the various elements of the Administration. In meeting these responsibilities, the Office of Legislation (a) provides for legislative analysis and development through reports on pending bills, development of legislative program, and technical assistance to Committee staffs and members of Congress; (b) furnishes legislative program support through preparation of testimony, backup material for hearings, assistance on preparation of Congressional Committee reports; (c) provides Congressional services and liaison through preparation of general or special program information; (d) provides Congressional inquiry service, and follows up on significant Congressional correspondence; (e) serves as a legislative reference center; (f) provides or arranges for summaries of Congressional hearings and digests of other Congressional developments or publications; and (g) maintains liaison with the Office of the Assistant Secretary for Legislation and the Assistant Secretary for Health and Scientific Affairs in matters concerned with legislative proposals or legislative policies.

**Regional Organization (20A1).** The Administration's Regional Organization provides a focal point for responding to the needs of State and local governmental officials, community agencies, and public or private institutions involved in the planning or provision of health services. As such, it (1) exerts leadership in planning and maintaining effective health programs; (2) coordinates activities with those of other Federal health-related programs to achieve maximum effect on priority

problem areas and population groups; (3) provides consultative and technical assistance on the planning and operation of programs including those designed to prevent or control infectious and chronic diseases, to provide coordinated health care services at the community level, and to plan and train for emergency health services during times of disasters; (4) reviews and approves applications for formula and protect grants for health planning, for health services, and for the construction of health facilities where these functions have been assigned to the Regional Offices; (5) promotes programs to improve the quality and utilization of health care resources and facilities; and (6) evaluates State and local health programs.

**NATIONAL CENTER FOR HEALTH SERVICES RESEARCH AND DEVELOPMENT (2100)**

Conducts or, by means of grants and contracts, supports, promotes, and stimulates a national program of health services research and developing and demonstrations, including: (1) Improving the availability of health services to all people; (2) assisting all health professions to improve their capabilities for assessing the quality of their services; (3) investigating the comparative costs of alternative methods of providing and financing health services; (4) experimenting with new architectural designs, site locations and plans, and new methods of construction; (5) increasing efficiency through new ways of utilizing health personnel and development of new types of health workers at the professional, technical, and auxiliary levels; (6) applying and refining computer technology in screening, automating medical records, and selected other aspects of the medical care process; (7) accelerating application of new or improved techniques for the prevention, diagnosis, treatment and control of diseases and disabilities; (8) designing and demonstrating experimental health service systems in urban and rural areas; (9) making multidisciplinary analyses of the organization and functioning of all components of the health services system; (10) increasing academic resources for training health services research and development personnel; and (11) establishing and operating a health services data system relevant to research and development planning, policy making, and management.

**Office of the Director (2101).** (1) Plans, directs, administers, coordinates, and evaluates the program and management operations of the Center; (2) fosters and stimulates a national program of health services research and development activities; (3) coordinates the Center's activities with other Administration organizational elements, other Federal organizations within and without the Department, State and local bodies, and professional and scientific organizations; and (4) performs legislative planning and review.

**Liaison Staff (2109).** (1) Assists and advises the Director of the Center on major policies affecting Center programs and relations with other organizations;

(2) acts as the representative of the Center Director and serves as focal point for establishing and maintaining the Center's working relationships with other components of the Administration, with other organizational elements of the Department, other Federal agencies, State and local bodies, professional bodies, and the health services research and development community in general; (3) develops and coordinates policy and procedure for the conduct of Center relationships with other agencies and organizations on matters of collaborative efforts and communication mechanisms; (4) develops relationships with other governmental bodies, professional bodies, and private organizations to foster the implementation and application of research findings so as to improve health care services in actual operations; and (5) coordinates with the Offices and Programs of the Center on related aspects of extramural activities.

**Office of Grants and Contracts Management and Review (2115).** (1) Administers a system of review for grants and contracts submitted to the Center and provides management services for approved grants; (2) interprets and implements policies relating to grants and contracts emanating from the Office of the Secretary, Office of the Administrator, and Office of the Center Director; (3) provides assistance to the Programs of the Center and to organizations and institutions concerning the interpretation and application of grants management and grants and contracts review policies and procedures; and (4) maintains and provides fiscal and other types of information on the status of grants and contracts.

**Office of Information (2117).** (1) Assists and advises the Director in interpreting the program of the Center to the general public and to appropriate professional and scientific groups, and reports to the Director on actual and prospective public response; (2) plans and directs the public information program of the Center; (3) acts as control liaison point for clearance and coordination with other information offices; (4) develops, reviews, and edits public issuances of the Center; and (5) provides Center's public information distribution system.

**Office of Administrative Management (2119).** (1) Plans, directs, and coordinates administrative management activities of the Center, including providing central services and assigning Management Officers to Programs and Offices; (2) assists the Office of the Director in the development of Center goals and objectives; (3) provides backup support for Center Staffs and Offices such as administrative services for grants and contracts activities and administrative liaison with the Office of the Administrator on contracts; (4) develops and implements management policies, procedures, systems and practices for the conduct of Center affairs; (5) appraises the effectiveness of Center organization and operations from a management standpoint; (6) provides program guidance and information to the Staff of the Ad-

ministrator's Office of Financial Management in their operation of a financial management system for the Center, including program policy interpretation in budget formulation and execution, in preparation of Program Planning and Budgeting System data, and in the financial aspects of grants administration; and (7) serves as the focal point for liaison with the Office of the Administrator and the Office of the Secretary on financial, personnel, organization, supply, and other management matters.

**Program Planning and Evaluation Staff (2131).** (1) Assists and advises the Center Director in program planning and in the development, coordination, and assessment of current and long-range activities; (2) develops guidelines and standards for appraising program activities; (3) assesses and evaluates program accomplishments and activities in terms of approved goals and objectives; (4) identifies the need and recommends necessary actions for new program activities including methods for development; (5) provides leadership in the development of Center goals and objectives; and (6) directs and coordinates the implementation of Program Planning and Budgeting System in collaboration with the Office of Administrative Management.

**Health Economics Analysis Program (2141).** (1) Supports, conducts, and fosters research on (a) the financial structure of medical care, (b) the effects of health services on the economy as a whole, (c) alternatives for capital financing, (d) cost-benefit and cost-effectiveness of various ways of providing health services, and (e) the economics of health manpower; (2) supports research training in health economics, including analyses of alternative methods of distribution and use of health manpower to provide health care services; (3) collects and disseminates information on and results of health economics research; and (4) establishes and maintains cooperative working relationships with other organizations in the Administration and the Department concerned with economics of health services.

**Health Care Technology Program (2145).** (1) Supports, conducts, and fosters research, development, experiments or demonstrations on (a) the instrumentation and automation of health services, and (b) the application of electronic and computer technology to disease detection systems, diagnosis, patient-monitoring and therapy, medical record handling, and techniques in laboratory medicine; (2) supports research training in health care technology; (3) collects and disseminates information on and the results of research in health care technology; and (4) works cooperatively with hospitals and other organizations in the Administration and the Department engaged in research in health care technology.

**Health Care Institutions Program (2151).** (1) Supports, conducts, and fosters research, development, experiments or demonstrations on (a) the design, organization, and administration

of health care facilities, (b) effects of new staffing patterns in improving health care services, (c) factors contributing to adequacy, effectiveness, and efficiency of institutions, and (d) methods of determining sitting in communities; (2) promotes studies and tests of new methods of construction for improving health care capabilities of institutional facilities; (3) supports related research training; (4) collects and disseminates information on and the results of research on health care institutions; and (5) works cooperatively with other organizations in the Administration and the Department concerned with research in health care institutions.

**Social Analysis and Evaluation Program (2155).** (1) Supports, conducts, and fosters research on (a) social and psychological factors influencing individuals and groups in their health habits and use of available services, (b) social and psychological factors which affect the operation of health institutions and services, (c) the effects of social and legal factors on the availability, quality, and organization of services, and (d) the evaluation of health services and programs; (2) consults with other programs of the Administration and the Department on improved methods of evaluating health service programs; (3) supports related research training; (4) collects and disseminates information and results of social science research and evaluation; and (5) works cooperatively with other organizations in the Administration and the Department concerned with social analysis and evaluation.

**Health Care Organization and Delivery Program (2161).** (1) Supports, conducts, and fosters research on (a) health planning and community organization, including the interaction between the community and its medical care system, (b) improved techniques for identifying health needs, (c) the medical care process, including organizational, administrative, economic, and other elements that influence the process and its outcome, and (d) methods for assessing the effectiveness and quality of medical care; (2) develops and demonstrates new or improved methods of providing needed personal health services and improved methods and health service systems applicable to special types of urban and rural communities; (3) supports related research training; (4) collects and disseminates information and results of research in organization and delivery of health care; and (5) works cooperatively with organizations in the Administration and the Department concerned with improving methods of organizing and delivering health care.

**Health Manpower Utilization Program (2165).** (1) Supports, conducts, and fosters health services manpower utilization research or demonstrations to develop (a) new ways of increasing the productivity of physicians, nurses, and other health care personnel, (b) new careers in health services manpower, and (c) new ways of educating, training, and utilizing health services manpower; (2) supports related research training; (3) collects and disseminates information

and results of research on health services manpower utilization; and (4) establishes and maintains cooperative working relationships with concerned organizations in the Administration, in the Bureau of Health Manpower of the National Institutes of Health, and elsewhere in the Department and the Nation.

**Health Care Data Systems Program (2171).** (1) Supports, conducts, and fosters research to improve and develop methodology for collection, analysis, and use of health care data, including methods for determining utilization of available health care personnel, facilities and services, and analysis of the outcome of this utilization; (2) assembles health care data for use of program components and supplements this as needed; (3) assists other programs, and other governmental and nongovernmental bodies, by providing data and by developing methods for assessing the effectiveness of and need for modification of programs and policies relating to health care services; (4) provides related research training; and (5) establishes and maintains cooperative working relationships with Federal and State and other public and private organizations concerned with development of data systems for health services.

#### NATIONAL CENTER FOR HEALTH STATISTICS (2200)

Collects, compiles, and publishes general purpose vital and health statistics and develops a program in health, demographic and related statistics to serve present and future needs of all segments of health and related professions.

**Office of the Center Director (2201).** (1) Plans, directs, and coordinates the total program of the National Center for Health Statistics; (2) stimulates research and developmental activities; (3) provides national and international leadership in health statistics; (4) conducts a variety of professional activities to provide assistance to States, to foster international relationships, and to improve the broad field of health statistics; and (5) provides central management and information services for the Center.

**Office of Information (2217).** (1) Conducts information activities to present the Center's programs and product to appropriate user groups; (2) conducts scientific and technical communications programs; (3) develops exhibits, notices, information brochures, and other related material; and (4) conducts publication activities involving design, editing, and layout of special and recurring statistical volumes and reports.

**Office of Administrative Management (2219).** (1) Plans and directs the Center's administrative management activities; (2) initiates and conducts management programs embracing integrated systems of planning and analysis; (3) develops and coordinates the Center's legislative activities; (4) provides financial guidance and information to staff of the Administration's Office of Financial Management in the operation of a financial management system for the Center, including program policy interpretation in

budget formulation and execution and in preparation of program planning and budgetary support data; and (5) provides specialized services in management analysis, personnel management, procedural development, and administrative services for the Center.

**Office of Program Planning and Evaluation (2231).** (1) Provides a Center focus for program planning and coordination for evaluating the adequacy and completeness of new and existing programs in meeting the Center's total mission; (2) assesses program accomplishments in relation to approved plans; (3) provides liaison with Service program planning officials; (4) coordinates the application of results of program research conducted throughout the Center; and (5) collaborates with counterpart offices in development and implementation of the Department's PPB system.

**Office of Statistical Methods (2233).** (1) Provides expert consultation on mathematics, probability, statistical theory, and methodology, and demographic theory and methodology to the Center, the programs of the Administration and Department, and the health community; (2) conducts mathematical statistical research; (3) conducts activities in the development of sampling survey techniques, the methodology of analysis of data from complex surveys and demographic methodology, including modification of statistical models to facilitate computer solution; and (4) exercises a surveillance function to assure the statistical adequacy of new and ongoing programs.

**Office of International Statistical Programs (2235).** (1) Plans and conducts the Center's foreign research, consultation and training programs and represents the Center in international statistical activities including those concerned with population problems; (2) stimulates the conception and development of research projects in foreign countries under the Special International Research Program; (3) provides technical advice on the development of health statistics and registration programs; and (4) develops and conducts academic and practical courses in statistics, demography and registration for foreign visitors.

**Office of State Services (2237).** (1) Plans programs to foster State, local, and other professional relationships; (2) conducts a program of direct, technical assistance to States and local areas covering all aspects of vital and health statistics activities; (3) develops a training activity including courses in vital and health statistics theory and practice to serve State and local needs; (4) provides secretariat services to the Public Health Conference on Records and Statistics; and (5) encourages improvement of the vital and health statistics function in State health programs.

**Office of Health Statistics Analysis (2241).** (1) Plans and conducts a statistical program providing analyses in depth of health data; (2) stimulates the development of specific statistical programs or concepts throughout the Center to

expand data available for analytical studies; (3) analyzes and interprets data reflecting the impact on the Nation's health of existing health conditions, programs and activities; (4) assesses the adequacy for trend analysis of methodological approaches to data collection; and (5) develops and publishes studies and reports.

*Division of Vital Statistics (2245).* (1) Conducts a statistical program serving demographic and public health needs; (2) promotes utilization of data through expansion of the U.S. vital registration system and through conduct of sampling surveys to provide demographic and health information; (3) conducts methodological research on analyzing, evaluating and presenting vital data and publishes results; (4) evaluates the responsiveness of the statistical product to user needs; and (5) develops and applies actuarial methods and formulae for construction of life tables and publishes results.

*Division of Health Examination Statistics (2249).* (1) Conducts a statistical program based on systematic Nationwide health examinations of individuals and publishes the results; (2) conducts research on survey methodology, data quality and reliability; and (3) evaluates the responsiveness of the statistical product to user needs.

*Division of Health Interview Statistics (2255).* (1) Conducts a statistical program based on systematic Nationwide health interview surveys and publishes the results; (2) advises and technically assists others on interview data and interview methodology; (3) conducts research on data quality and reliability and the statistical techniques used; and (4) evaluates the responsiveness of the statistical product to user needs.

*Division of Health Resources Statistics (2259).* (1) Conducts a national statistical program, using sampling surveys of records, and primary and secondary sources, to develop data on health resources including facilities and manpower, on short-term hospital visits, and on the entire institutionalized population, and publishes reports; (2) conducts research on collection methodologies and publishes methodological reports; (3) makes studies to improve data quality and reliability; (4) provides technical assistance on the content and utilization of health records data; and (5) evaluates the responsiveness of the statistical product to user needs.

*Division of Data Processing (2261).* (1) Provides data processing services to all the Center's programs; (2) develops general computer programs and provides technical expertise in systems analysis and programming; (3) trains data processing, professional and executive personnel; (4) conducts research and originates methods for processing, handling, transmitting, sorting, and retrieving statistical data; (5) provides technical assistance to States, other elements of the Administration and the Department; and (6) conducts a statistical processing quality control program.

#### NATIONAL COMMUNICABLE DISEASE CENTER (2300)

(1) Plans, conducts, coordinates, and supports a national program for the prevention and control of communicable and other preventable diseases through (a) surveillance activities, (b) research and development programs, (c) epidemiologic studies, (d) consultation and training, (e) public information and education, (f) technical assistance, and (g) community demonstrations; (2) directs foreign quarantine activities and enforces foreign quarantine regulations; (3) provides consultation and assistance in upgrading the performance of clinical laboratories and evaluates and licenses clinical laboratories engaged in interstate commerce; and (4) provides consultation to other nations in the control of preventable diseases and administers international activities for the eradication or control of malaria, smallpox, and measles.

*Office of the Director (2301).* (1) Directs the activities of the National Communicable Disease Center; (2) advises the Administrator, Health Services and Mental Health Administration, on policy matters concerning the Center activities; (3) provides liaison, through the Center's Washington office, with other governmental agencies and outside groups; (4) provides or obtains technical assistance for State and local health departments and private and official agencies, as needed; (5) provides professional and technical direction to regional personnel on disease control matters; and (6) participates in the development of the Center's goals and objectives.

*Office of International Services (2311).* (1) Plans, organizes and administers programs of specialized training for foreign representatives and for domestic representatives to foreign countries; (2) provides for the reception and orientation of foreign visitors to the Center; (3) designs, develops, and implements seminar services and resources reference on current international health affairs for Center staff; (4) renders advisory services on Public Law 480 projects; and (5) establishes and maintains liaison with other organizations concerned with international health.

*Office of Information (2317).* Plans, organizes, and administers the Center's public information program, publications management, and all concomitant activities such as tours and receptionist services, publications clearance, and distribution of information and educational materials.

*Office of Research Grants (2318).* (1) Develops and administers the Center's research grants programs, including stimulation of research in neglected or underemphasized fields; (2) provides financial support to nonprofit research organizations; and (3) maintains active liaison with Administration and Department organizational components concerned with grants.

*Staff Services—Administrative Management (2319).* Under the direction of the Executive Officer: (1) Assists and advises in the development, coordination,

direction, and assessment of management activities throughout the Center and assures consideration of management implications in program decisions; (2) conducts Center-level management services such as administrative services, financial management, personnel management, engineering services, computer systems, management analysis, legislative reference, library, and other delegated authorities as may be assigned; (3) provides technical leadership and guidance to management services at field stations and evaluates technical performance; (4) maintains liaison with HSMHA officials on management matters including ADP systems, management information systems, and communication networks; (5) provides financial data and systems development support to the Program Planning and Budgeting system; and (6) participates in the development of the Center's goals and objectives.

*Office of Program Planning and Evaluation (2331).* In cooperation with the Center's Executive Officer, programs, and staff services: (1) Plans and develops short and long range goals and objectives for the Center; (2) analyzes and evaluates the Center's programs activities; (3) collaborates in the development and implementation of the PPB system; (4) maintains liaison with counterpart organizations as appropriate; and (5) develops systematic approaches to reporting on the operations of the Center.

*Ecological Investigations Program (2341).* (1) Plans, coordinates, and conducts field station activities which include investigations of: (a) Viral meningitis and encephalitis; (b) hepatitis and gastroenteritis; (c) respiratory infections caused by viruses, bacteria; and fungi; (d) plague and other zoonoses; (e) schistosomiasis and other tropical diseases; and (f) the epidemiology of oncogenic viruses; and (2) develops measures for prevention and control of the communicable diseases under investigation.

*Epidemiology Program (2345).* (1) maintain surveillance over communicable and certain preventable diseases of national importance and develops programs of international surveillance in collaboration with the Foreign Quarantine Program, the Department of Defense, the Department of State, and the World Health Organization; (2) investigates special communicable disease problems and recommends control measures; (3) evaluates experimental vaccines and immunizing agents and procedures; (4) provides epidemic aid and epidemiological services and consultation to States, Federal agencies, foreign countries, and other recipients; (5) recruits and trains public health epidemiologists; (6) collects and analyzes morbidity and mortality statistical data and publishes reports of findings; (7) enforces interstate quarantine regulations; and (8) serves as the WHO Regional Reference Laboratory for Rabies in the Americas.

*Foreign Quarantine Program (2351).* (1) Plans, directs, and conducts the national program to protect the United



States against the introduction of communicable diseases from foreign countries; (2) provides epidemiological data on worldwide communicable disease prevalence; and (3) implements the provisions of the International Sanitary Regulations.

**Malaria Eradication Program (2355).** Administers the Public Health Service international program of malaria eradication jointly planned and developed with U.S. Agency for International Development missions and the national ministries of health of cooperating countries and which encompasses as appropriate such activities as vector control, field investigations and testing of methods and procedures, evaluation of country programs, and training and epidemiological appraisals.

**Smallpox Eradication Program (2361).** (1) Provides overall consultation, direction, coordination, and management for the United States participation in the worldwide program for eradication of smallpox; (2) when feasible, conducts other simultaneous immunization programs; and (3) maintains surveillance of smallpox and smallpox vaccine reaction in the United States.

**Training Program (2365).** (1) Conducts a program of continuing education for the practicing health professions on methods and techniques of disease prevention and control; (2) promotes the establishment, maintenance, and improvement of State and other health training programs; (3) provides communicable disease control training and consultation in natural disasters and epidemics; (4) devises, develops, and demonstrates advanced training methodologies through the above activities; and (5) coordinates the Center's training activities.

**Laboratory Division (2375).** (1) Administers a comprehensive national laboratory improvement program; (2) directs and conducts the administration of the licensure and evaluation of clinical laboratories engaged in interstate commerce under the authority and provisions of the Clinical Laboratories Improvement Act of 1967; (3) conducts research for improving and standardizing laboratory methodology; (4) evaluates techniques, materials, and reagents used in public health laboratories; (5) provides reference and typing center services related to clinical laboratory procedures for national and international organizations; (6) produces and distributes microbiological reference and working reagents not commercially available or of unreliable supply; (7) provides consultation, training, and informational services in laboratory techniques and laboratory management to States and other recipients; (8) distributes experimental vaccines and special immune globulins to prevent and control laboratory infections; and (9) directs, coordinates, and manages biological, chemical, and engineering research and development on methods, materials, and equipment for the prevention, control, and eradication of vector-borne diseases at the Technical Development Laboratories, Savannah, Ga.

**State and Community Services Division (2381).** (1) Plans, directs, and coordinates a national program for the prevention, control or eventual eradication of serious diseases, such as tuberculosis, respiratory diseases, syphilis, gonorrhea and other venereal diseases, for which specific preventive measures are available; (2) administers intramural and extramural programs for the control or eventual eradication of preventable diseases; and (3) conducts community demonstration programs in cooperation with State and local health departments and other agencies to serve as models in teaching communicable disease control and prevention.

#### NATIONAL INSTITUTE OF MENTAL HEALTH (2400)

Plans, directs, and coordinates the national effort to improve the mental health of the people of the United States through the development of knowledge, manpower, and services to promote and sustain mental health, prevent mental illness, and treat and rehabilitate mentally ill persons: (1) Administers direct and support programs of mental health research, training and services, development of mental health standards, consultative and technical services to regions, States, and communities, construction and staffing of community mental health centers and construction, modernization, and renovation of other mental health facilities, scientific communications for professional individuals and groups and information and education for the public; (2) serves as the principal focus for behavioral science activities and for social and cultural problems related to mental health and for concerns and activities ranging from the causes, diagnosis, treatment, and prevention of mental disorders to the biological and psychosocial factors that determine human behavior and development; (3) exerts focused efforts in such areas as alcoholism, narcotic and other drug abuse, development and evaluation of psychoactive drugs, suicide prevention, cultural deprivation, crime and delinquency, services for the mentally ill offenders, and the behavior of groups including mass violence; (4) gives specific emphasis to (a) an attack on the overall mental health manpower problem by experimental training, both direct and supported, and continuing education, (b) an expansion of research efforts in clinical and applied areas, and (c) an expansion and improvement of mental health services through utilization of programs such as medicare, Appalachian development, and pertinent aspects of aid to education; and (5) consults with appropriate individuals and agencies in the development of mental health programs in other countries.

Intramural research activities located on National Institutes of Health premises are operated in accordance with the general policies and practices applicable to the intramural research programs of the NIH components under a mutual agreement between the two organizations.

**Office of the Director (2401).** (1) Plans, directs, and administers the programs of the Institute; (2) develops and provides policy guidance and staff direction to Institute programs in such areas as program coordination and review, mental health research, administrative management, intramural training, and patient care; (3) serves as the focal point for the national mental health effort; and (4) provides professional and technical direction to the regional personnel on mental health matters.

**Office of Communications (2417).** (1) Serves as focal point for all Institute public information and scientific communications activities including operation of the National Clearinghouse for Mental Health Information; (2) advises the Director and the Divisions on program developments related to public information and scientific communications in the field of mental health; (3) provides central services for information activities, including editing, clearance, and layout design services for Institute publications and photography; and (4) operates the Institute library.

**Office of Administrative Management (2419).** (1) Provides advice, coordination, and services in financial management, management policy, personnel management, grants and contracts management, general services, and data processing activities; (2) advises the Director and the Divisions on developments and their implications in these areas; and (3) designs, issues, and implements administrative operating procedures for the conduct of Institute affairs.

**Office of Program Planning and Evaluation (2431).** (1) Develops and issues guidelines and standards for program planning and evaluation; (2) develops or coordinates the development of plans and evaluates program accomplishments; (3) coordinates development of the program aspects of the Program Planning and Budgeting System; (4) identifies and analyzes national mental health needs and their socioeconomic implications; (5) develops standards for mental health diagnosis, treatment, care, and rehabilitation; and (6) provides legislative reference services, assists in the development of legislation, and advises on legislative matters in mental health.

**Office of Program Liaison (2433).** (1) Coordinates Institute relationships and activities with Department components, other Federal agencies, international groups, and with regional, State, and local mental health agencies and citizen groups; (2) acts as liaison between the regional staffs and Institute program areas; (3) performs grant application review and referral for the Institute; and (4) coordinates similar activities in the Divisions and keeps Divisions informed on significant developments.

**Division of Extramural Research Programs (2441).** (1) Plans and administers programs of support for research on the causes, prevention, diagnosis, and treatment of mental diseases including behavioral, clinical, biological, and applied psychopharmacological research; (2) develops and utilizes various types of



grant and contract mechanisms to support this research; (3) conducts and supports epidemiological research; and (4) coordinates Institute programs in schizophrenia, and in mental health and social problems.

*Division of Manpower and Training Programs (2445).* (1) Plans and administers programs of support for training of mental health personnel for research and service on a nationwide basis, including training in the mental health core disciplines, specialized training for professionals and subprofessionals in allied fields, and experimental training for current and newly emerging programs and activities; (2) develops and utilizes various types of grant and contract mechanisms to support these training programs; and (3) collects and evaluates data on national mental health manpower.

*Division of Mental Health Service Programs (2449).* (1) Plans and administers programs for the support of nationwide mental health services including (a) general improvement of State and local mental health programs, (b) construction and staffing of comprehensive community mental health centers, (c) improvement of the quality of care and competence of staff in State mental hospitals and institutions, (d) construction, modernization, and renovation of mental hospital, general hospital, and university-based psychiatric facilities; (2) coordinates Institute activities and consults with other Federal agencies and the States on mental aspects of medical care provided under Social Security legislation; (3) provides advice and consultation to regional, State and community agencies in the development and utilization of mental health services; (4) coordinates Institute programs of regional, metropolitan, and rural mental health problems; (5) operates a model comprehensive community mental health center; and (6) develops and coordinates Institute programs in regard to the delivery of mental health services through occupational mental health programs and related service programs.

*Division of Special Mental Health Programs (2451).* (1) Plans and administers programs directed toward the solution of specialized mental health problems such as alcoholism, family and child mental health, crime and delinquency, mental health and social change, and suicide prevention, including the research, training, service, and other aspects of such programs; (2) develops and utilizes various types of grants and contract mechanisms to carry out these programs; and (3) coordinates and integrates these programs with other pertinent components of the Institute.

*Division of Narcotic Addiction and Drug Abuse (2455).* (1) Plans and administers the Institute's programs in the field of narcotic addiction and drug abuse through such activities as (a) operation of clinical research centers, (b) conduct of research in narcotics and drug abuse, (c) support of research, training, service, and demonstration in narcotics and drug

abuse through grants, contracts, and conferences, and (d) administration of the Institute's responsibilities for the rehabilitation of narcotic addicts under the Narcotic Addict Rehabilitation Act; and (2) as pertinent to clinical research efforts, provides patient care for narcotic addicts.

*Mental Health Intramural Research Program (2461).* (1) Plans and administers a comprehensive long-term intramural research program of clinical and behavioral, biological, and special research dealing with causes, diagnosis, treatment, and prevention of mental disorders and the biological and psychosocial factors that determine human behavior and development; (2) provides a focus for national attention in the area of mental health research; (3) provides technical support to the three intramural divisions through development and maintenance of electronic and mechanical instrumentation and equipment; and (4) assures that Institute intramural research activities located on National Institutes of Health premises are operated in accordance with the general policies and practices applicable to the intramural research programs of the NIH components under a mutual agreement between the two organizations.

*Division of Clinical and Behavioral Research (24613).* Plans and conducts a coordinated program of clinical and behavioral research dealing with the causes, diagnosis, treatment, and prevention of mental disease.

*Division of Biological and Biochemical Research (24615).* Plans and conducts a coordinated program of biological and biochemical research dealing with the basic biological processes that determine both adaptive and maladaptive behavior.

*Division of Special Mental Health Research (24617).* (1) Plans and conducts a program of intramural research on special mental health problems such as psychopharmacology, neuropharmacology, memory, human behavior, and the biochemistry of learning; and (2) performs clinical evaluation and followup activities in connection with research patients.

*National Center for Mental Health Services, Training, and Research (2471).*

(1) Administers Saint Elizabeths Hospital as a model demonstration of the conversion of a large mental hospital into an active, modern, community-based mental health program including: (a) Operation, in collaboration with the District of Columbia Health Department, of a community mental health center for residents of designated areas of the District of Columbia; (b) operation of a training and education program to provide multidisciplinary clinical training and other types of training for professional and other personnel engaged or interested in mental health activities; and (c) planning, development, and conduct of clinical research for the purpose of obtaining a better understanding of the causes of mental disorders, and of the factors bearing upon their development, treatment, and prevention; and (2) provides administrative and logistical sup-

port to special institute research programs in areas such as crime and delinquency, alcoholism, and suicide which are located in the facilities of the hospital.

*Saint Elizabeths Hospital—Division of Clinical and Community Services (24713).* (1) Provides treatment, care, and rehabilitation services for patients; (2) operates a model comprehensive community mental health center; and (3) operates a security treatment facility.

*Seymour D. Vestermark Division of Intramural Training (24715).* Administers the Institute programs of intramural training including a mental health career development program for officers of the Commissioned Corps, psychiatric residency programs, nursing training, and other training for both Federal and non-Federal personnel in various mental health disciplines and related areas.

*Winfred Overholser Division of Clinical Research (24717).* Conducts research in the clinical sciences as related to mental illness in such areas as clinical neurology, personality assessment, sociology, and clinical behavior.

#### HEALTH FACILITIES PLANNING AND CONSTRUCTION SERVICE (2500)

(1) Administers a grant and consultation program for the planning, construction, modernization, equipping, and utilization of health facilities; (2) participates in the administration of related programs by providing administrative, architectural, and engineering services for the planning, construction, and modernization of community mental health centers, facilities for the mentally retarded, university affiliated facilities for the mentally retarded, educational facilities for the health professions, nurse training, allied health educational facilities, including health facility projects assisted under the Appalachian Redevelopment Act and sheltered workshops under the Vocational Rehabilitation Act; and (3) formulates, administers and evaluates activities which supplement the grant program, including the development of guide materials.

*Office of the Director (2501).* (1) Plans, directs, coordinates and evaluates activities and relationships of the Service; and (2) provides management, education, legislative and regulatory planning, information and other central services for the Service.

*Office of Program Planning and Analysis (2531).* (1) Provides program planning and development assistance, statistical and data evaluation services and budget statistical support to the Service; (2) conducts surveys and studies to collect and analyze data on patient care facility needs and resources; and (3) develops measures of need for patient care facilities and devises and tests formulae for use in the administration of the Service's grant program, and serves as a resource for information on the extent of existing, planned or needed patient care health facilities.

*Office of Architecture and Engineering (2541).* (1) Provides leadership in the architectural and engineering aspects of the health facility construction

grant program and the several construction programs assisted by this Service; (2) provides consultation and assistance to representatives of foreign governments, to Federal, State, and local government officials, to private organizations and to the public concerned with health facilities regarding planning, designing and constructing such facilities, conducts studies on the design and construction requirements of health facilities; (3) develops regulations, standards, guides and planning materials; and (4) maintains liaison with equipment and material manufacturers, and professional organizations associated with the design and operation of health facilities.

*Office of Equipment Consultation (2545).* (1) Administers a program for determining equipment resources needed and disseminating specialized technical data through educational and training programs for hospitals, participates in the formulation of policy relating to adequate and proper equipment for such facilities; (2) develops and conducts a program for obtaining and presenting data on comparable items of equipment, for reviewing and analyzing equipment item comparability, and for distributing such information to health facilities throughout the country, and members of the public concerned with the hospital and health facility equipment area; (3) promotes the development of high standards; and (4) provides technical direction, leadership, consultation, and guidance to regional staff.

*Office of Consultation on Hospital Functions (2551).* (1) Serves as the focal point within the Service for developing, organizing, and continually evaluating the functional requirements of health care facilities; (2) provides leadership in the development of standards and other guide materials; (3) promotes the application of new concepts, standards, and practices; and (4) provides related consultation to regional office staffs, State agencies, project sponsors and other representatives of the hospital community.

*Office of State Plans (2555).* (1) Directs the Service's formula grant program for the planning, construction and modernization of hospitals, diagnostic and treatment centers, long-term care facilities, rehabilitation facilities, and participates in the administration of related programs by providing administrative and consultation assistance for the planning, modernization and construction of community mental health centers, facilities for the mentally retarded, university affiliated facilities for the mentally retarded, educational facilities for the health professions, nurse training, allied health professions educational facilities, including health facility projects assisted through the Appalachian Redevelopment Act and sheltered workshops under the Vocational Rehabilitation Act; (2) conducts consultation, study and evaluation programs which support and supplement the grant programs; and (3) develops regulations, policies, procedures, and other guide materials.

#### COMMUNITY HEALTH SERVICE (2600)

Stimulates, conducts, supports, and evaluates programs designed to increase the effectiveness and efficiency of allocating and utilizing health resources for quality preventive and curative health services, obtainable and acceptable to the American people. To this end, the Service promotes, develops, and supports: (1) Comprehensive health planning designed to match resources to the needs and wants of people in accordance with continually assessed priorities; (2) standards and evaluative activities as means of increasing the Nation's capacity for delivering quality health services; (3) activities designed to increase the scope and adequacy of balanced resources for the provision of comprehensive personal health services; and (4) programs of comprehensive health care focused on the needs of individuals and families wherever they live.

*Office of the Director (2601).* (1) Provides leadership and general direction for Service operations; (2) establishes program objectives and policies; (3) coordinates and evaluates development and progress of the Service's activities; (4) provides technical guidance and coordination to Service activities in the Regional Offices; and (5) provides a liaison with other agencies including the Social Security Administration, the Consumer Protection and Environmental Health Service, the Social and Rehabilitation Service, Department of Housing and Urban Development, Appalachian Regional Commission, and the Office of Economic Opportunity.

*Office of Information (2617).* (1) Develops and conducts an overall Service information program; (2) coordinates, evaluates, and provides leadership in the development and effective operation of Division information programs; (3) provides staff advice on information matters; (4) participates in the planning and development of Service-level policies with special responsibility for their interpretation to the public.

*Office of Administrative Management (2619).* (1) Plans, directs, and evaluates the administrative management activities of the Service; (2) develops and implements management policies, procedures, and systems; (3) provides program guidance and information to the staff of the Administration's Office of Financial Management in the operation of a financial management of grants; and Service, including program policy interpretation in budget formulation and execution, in preparation of Program Planning and Budgeting data, and in the financial management of grants; and (4) serves as the focal point for liaison with officials of the Office of the Administrator and Office of the Secretary on financial, personnel, organization, supply, contracts, and other management matters.

*Office of Field Services (2621).* (1) Coordinates the implementation of Service programs in the regional offices and field; (2) maintains liaison with regional staffs, the Social Security Admin-

istration, and the Social and Rehabilitation Service and other Federal agencies to coordinate regional office activities, and (3) recommends regional and field staffing assignments.

*Division of Analysis and Evaluation (2631).* (1) In cooperation with the National Center for Health Statistics, and making use of available primary and secondary data, develops and continually updates a picture of the national health status to determine health needs, available resources, and gap areas; (2) devises and operates a system for analysis of State plans and health service development projects and for determining impact of grant programs on health status of populations; (3) develops and applies methodological approaches to the creation of community profiles and community health indices; (4) assists in providing community health data and in developing methodology and design for data systems at National, State, and local levels; (5) provides leadership in development and operation of the Service's Program Planning and Budgeting System including preparation of annual and 5-year plans, establishment of program goals, evaluation of progress, and development of program alternatives; and (6) provides grants management services for the Division including receipt, clerical review, and routing of applications, issuance of notices of award, and application and interpretation of grants policy.

*Division of Comprehensive Health Planning (2641).* (1) Provides leadership in the development and operation of programs to provide grants to State and local agencies for the conduct and improvement of comprehensive State and area health planning; (2) develops policy issuances and program guidelines for the conduct of comprehensive health planning under section 314 of the Public Health Service Act; (3) establishes and maintains a system of pertinent communication and information exchange with other Federal agencies and National organizations concerned with planning or having related health interests; (4) stimulates and participates in the development of projects and administers grant program for studies, training, and demonstrations looking toward the improvement of comprehensive health planning techniques; (5) recommends funding of project grants for area-wide planning and for training; (6) provides technical assistance to regional offices and participates at their request in providing consultation and information on comprehensive health planning to States and communities; (7) conducts or arranges for staff training in planning for regional office personnel with responsibility for consulting and advising States and communities; and (8) conducts analyses and comparisons of the progress of State and area-wide planning programs with particular attention to their implications for Federal policy.

*Division of Health Standards (2645).* (1) Develops, evaluates, and recommends minimum standards for health care provided under Titles XVIII and

XIX and other Federal reimbursement programs; (2) develops, evaluates, and recommends guidelines and procedural manuals for use by State agencies in their licensure, inspection, and certification programs; (3) develops model legislation covering standards, licensure, and inspection of health facilities; (4) identifies need for new and revised standards so as to continually up-grade quality of health care; (5) identifies need for and develops standards for State health service programs supported by section 314 grants; (6) provides technical consultation to other Federal programs, to regional office personnel, and to State and local health officials in the development and interpretation of health standards; (7) identifies need for and stimulates projects for evaluating quality of care and for innovative approaches to standard-setting; and (8) maintains and analyzes State agency Medicare agreements, plans and operations, and participates in review of State agency Medicare certification documents.

*Division of Health Resources (2651).*

(1) Encourages, assists, and supports appropriate agencies to develop needed resources and increase their capacity to provide quality, effective services; (2) develops, supports, and evaluates methods for organizing and financing of group practice arrangements as a community health resource; (3) conducts programs designed to assist States in the effective application of standard-setting programs, licensure laws and regulations; (4) assists providers of health services to adopt professionally accepted practices and conform with requirements of standard-setting programs, including licensure, certification under programs authorized by the Social Security Act, and accreditation programs; (5) provides leadership in the development of programs to increase professional and technical skills, and effective use of personnel in health facilities and agencies; and (6) stimulates improved administration and operation of health facilities and agencies.

*Division of Health Care Services (2655).* (1) Promotes the utilization of improved methods of health services organization, delivery, and financing at the community level in both urban and rural settings; (2) stimulates interest in and knowledge of their health services on the part of members of the community; (3) promotes studies of existing patterns of health services organization in specific communities to identify gaps in services to people; (4) encourages the design of systems of health service delivery to meet the communities' expectations and wishes; (5) promotes the concept of coordinated local programming in order to assure maximum effectiveness from available resources; (6) recommends funding for project grants for development and extension of health services; and (7) supports the delivery of health services to groups with special needs, such as the rural and urban poor, the residents of sparsely populated areas, and the migrant worker.

**REGIONAL MEDICAL PROGRAMS SERVICE (2700)**

Plans, conducts, coordinates, and supports national programs for the prevention and control of major killing and crippling diseases and chronic illnesses, and for the improvement in delivery of health care services: (1) Through the provision of information on comprehensive care for long-term illnesses; (2) through professional and technical assistance and advice to regional groups, States, and local communities; (3) through studies and demonstrations to improve methods of prevention, treatment and rehabilitation for chronic diseases; and (4) through grants to support the development of programs for integrated service and comprehensive care of those suffering from such illnesses and chronic diseases by encouraging cooperative arrangements leading to regionalization of facilities, services and resources.

*Office of the Director (2701).* (1) Provides direction and leadership for the programs and components of the Regional Medical Programs Service; (2) plans and formulates mission objectives and policies; (3) coordinates the programs and components of the Service utilizing research results and information developed by the Division of Chronic Disease Programs, the National Institutes of Health, the National Center for Health Services Research and Development, and elsewhere; (4) develops and coordinates policy and operational relationships with public and private organizations which support and carry out health programs related to the objectives of the program; (5) establishes and maintains liaison with appropriate leaders in the medical community, State and local officials and members of Congress; and (6) provides management and administrative services.

*Division of Regional Medical Programs (2747).* Supports, through grants and contracts, technical and professional assistance, the planning, development, and operation of regional programs to reduce the illness, disability and premature deaths resulting from heart disease, cancer, stroke and related diseases. These programs link medical schools, medical research centers, hospitals and other health organizations and institutions through regional cooperative arrangements in order to carry out research, training (including continuing education), demonstrations of patient care and other activities to achieve more widespread and effective use of the latest advances in the diagnosis and treatment of these diseases, encouraging and promoting the establishment of more effective systems for the delivery of health care services and, thus, generally improving the health of the population, as well as the health manpower and facilities available to the nation.

*Division of Chronic Disease Programs (2751).* Plans, conducts, and coordinates programs for the prevention and control of chronic diseases through (1) surveillance activities; (2) field trials, feasibility studies, and demonstrations; (3)

epidemiologic studies; (4) technical assistance to Government and other organizations; (5) consultation on international programs; and (6) public information and education activities, including a National Clearinghouse for Smoking and Health.

**INDIAN HEALTH SERVICE (2800)**

The Indian Health Service: (1) Develops and directs a program of comprehensive health services for eligible American Indians and Alaska Natives; (2) provides hospital and medical care services and preventive health services such as public health nursing, health education, environmental health, maternal and child health, school health and oral health; (3) conducts tuberculosis and other communicable disease control activities; (4) encourages and assists in the development of individual and community water and waste disposal systems; (5) provides training for health personnel; (6) conducts systems evaluation and development for the management and delivery of comprehensive health services to American Indians and Alaska Natives.

*Office of the Director (2801).* (1) Plans, develops, and directs the Indian health program; (2) coordinates Service activities with other governmental and nongovernmental agencies, and tribal governing bodies; (3) evaluates program needs, accomplishments and personnel development; (4) coordinates technical training for beneficiaries to qualify them for service in the Indian health program.

*Office of Tribal Affairs (2811).* (1) Promotes and encourages participation of the beneficiaries and interested organizations in Indian health programs; (2) identifies tribal relations problems with potential adverse effects on health programs, and develops solutions; (3) maintains liaison with tribal councils, State officials, and interested groups; (4) maintains an information gathering system yielding non-statistical data on tribal affairs and analyzes and interprets such information to facilitate policy formulation and decision making; (5) coordinates Congressional correspondence for the Service.

*Management Appraisal Office (2815).* (1) Promotes the principles and practice of good management; (2) makes recommendations for establishing new or revised management policies; (3) reviews organizational proposals; (4) develops recommendations for improved procedures; (5) conducts surveys and appraisals of organizational units and activities; (6) advises professional personnel on management matters; (7) maintains liaison with the Bureau of Indian Affairs; (8) promotes and coordinates staffing studies.

*Information Office (2817).* (1) Develops informational programs; (2) disseminates information on the health needs of Indians and Alaska Natives and on available services; (3) maintains liaison with voluntary health agencies, mass and special media writers interested in Indian health and national press,

radio and television news outlets; (4) provides guidance to Area Offices on information matters.

*Office of Administration (2819).* (1) Plans, develops and coordinates administrative activities of the Service, including administrative services, personnel management, and financial management activities; (2) participates in administrative staff recruitment, assignment, and development.

*Health Programs Systems Center (2820).* A center for development and demonstration of management systems for administration, planning, allocation of and benefit assessment of program for individual and community health services; development and operation of optimal delivery systems for comprehensive health services for the American Indian in the Tucson, Ariz., area; and for consultation and technical assistance to all operating and management levels of the Indian Health Service in the evaluation, requirement analysis, design and implementation of health management and services delivery systems.

*Office of Program Planning and Evaluation (2831).* As a staff resource for the Service Director, coordinates program planning and evaluation activities for the Service, including: (1) Development of program planning criteria, and evaluation methodology; (2) assists in development of program goals and reporting of progress; (3) assistance in development of program and policy alternatives for management decision; (4) provision of planning, reporting and analytical functions for both Service and Administration use in support of policy formulation and program implementation; (5) provision of advice on operational implications arising from activities of the Office of the Director; (6) collaboration with appropriate fiscal and budget offices in development and implementation of the 5-year program and financial plan; (7) maintenance of liaison with other elements of the Administration and other Federal and non-Federal agencies; (8) development of improved methodologies for program planning and evaluation, and monitoring their installation and use; (9) identification of needs for legislative action; and (10) participation in recruitment, assignment, and development of program planning staff within the Service.

*Office of Special Services (2833).* (1) Promotes and coordinates research; (2) develops and structures program innovations for implementation by operating offices; (3) plans and directs the training activities of the Indian Health Service and the Indian Health Service Training Center; (4) develops new training methodologies as required by new program developments; and (5) promotes, coordinates, and directs domestic and non-domestic special projects that expand the effectiveness of the Indian Health Program.

*Office of Program Services (2841).* (1) Plans, develops, coordinates, and appraises professional and program services relating to the medical care and preventive health services provided bene-

ficiaries; (2) provides advice and consultation in these matters.

*Office of Environmental Health (2845).* (1) Plans, develops, coordinates, and appraises environmental health activities which include environmental health services and sanitation facilities construction for beneficiaries; (2) participates in professional staff recruitment, assignment and development.

*Field Organization.* The Indian Health Service mission is accomplished in the field through Indian (or Alaska Native) Health Area Offices and Subarea Offices, Hospitals, Medical Centers, Health Centers, Health Stations, and other facilities.

#### FEDERAL HEALTH PROGRAMS SERVICE (2900)

Carries out programs to provide: (1) Comprehensive direct health care for designated Federal beneficiaries and selected community groups; (2) occupational health care and safety services for Federal employees; (3) national planning, advance preparation, and logistic support for emergency health services; (4) training for health services personnel; and (5) the conduct of intramural clinical and health services research.

*Office of the Director (2901).* (1) Plans, develops, coordinates, and administers the programs of the Service and (2) provides advice to the Administrator on policy matters concerning such programs.

*Office of Policy Coordination (2911).* (1) Provides consultation, guidance, and coordination in policy development for the Service; and (2) develops and assists in the formulation or evaluation of legislation, regulations, policies, and procedures.

*Office of Health Manpower Development (2912).* (1) Provides leadership, guidance, and coordination to overall Service professional and technical health manpower development activities; (2) conducts and provides consultative services in the planning and programming for professional and technical Service training and career development activities; (3) coordinates affiliation agreements for training; (4) cooperates with other offices in personnel recruitment, utilization, and evaluation; and (5) maintains liaison with other agencies and accrediting organizations.

*Office of Professional Services (2913).* (1) Provides leadership, guidance, and coordination to the overall Service professional activities; (2) coordinates and evaluates the clinical care activities of the Service; (3) participates in professional staff recruitment and assignment; (4) maintains liaison with other Federal agencies, accrediting organizations and related professional groups; and (5) provides medical and consultative services to other agencies of the Federal Government.

*Office of Information (2917).* (1) Develops and conducts an information program consonant with the purposes and needs of the variety of programs of the Service; (2) advises on public relations policy, including guidance in such matters; (3) reviews, edits, and writes

general, professional and technical articles and presentations; and (4) coordinates and maintains liaison within and outside the Department to further the information and public relations objectives of the Service.

*Office of Administrative Management (2919).* Provides leadership, guidance, and coordination to the Service's management activities including (1) the conduct and coordination of the Service's management plans and programs; (2) the development, coordination, evaluation of administrative programs, policies and standards; (3) participation in administrative staff recruitment training and assignment; and (4) providing of consultative services to and the maintenance of liaison with other agencies and organizations.

*Office of Research (2921).* (1) provides leadership, guidance, and coordination to the research activities of the Service; (2) coordinates the planning and programming of intramural research; (3) develops and administers research program policies and standards; (4) coordinates collaborative research activities with other agencies and organizations, including research projects under the Special International Research Program (Public Law 480); (5) provides consultant services to other agencies and organizations; and (6) maintains liaison with other Government and non-Government research organizations.

*Office of Program Planning and Evaluation (2931).* Provides staff support to the Service Director through development and operation of the program planning and evaluation function for the Service, which includes: (1) Program planning, coordination, and evaluation; (2) development of program goals and reporting of progress; (3) development of program and policy alternatives for management decision; (4) exercise of planning, reporting and analytical functions for both Service and Administration use in support of policy formulation and program implementation; (5) provision of advice on program, policy, and operational implications arising from activities of the Office of the Director; (6) collaboration with appropriate fiscal and budget offices in development and implementation of the 5-year program and financial plan; (7) maintenance of liaison with other elements of the Administration and other Federal and non-Federal agencies; (8) development of improved methodologies for program planning and evaluation, and monitoring and guidance of their installation and use; (9) identification of the need for legislative action; (10) coordination of the Service's facilities modernization program changes; and (11) facilities systems analysis.

*Division of Federal Employee Health (2945).* (1) Provides consultation on, and stimulates the development of, improved occupational health and safety programs throughout the Government; (2) evaluates upon request, Federal agency occupational health services in relation to standards; (3) administers employee occupational health programs

for other Federal agencies on a reimbursable basis; (4) conducts research studies, training and demonstration projects; (5) develops occupational medical standards and methods for Federal employee occupational health programs; and (6) promotes activities designed to protect the working health and safety of Federal employees in order to maximize their productivity.

*Division of Emergency Health Services (2951).* Develops, plans, and administers programs covering all aspects of emergency health and medical services and resources applicable to all contingencies ranging from natural disasters to thermonuclear attack, including such programs as (1) the management of the emergency medical stockpile; (2) research; (3) resource analysis; and (4) the provision of guidance, training, and consultation to health agencies and facilities.

*U.S. Coast Guard Medical Program (2971).* (1) Develops and directs a comprehensive medical program for military personnel of the Coast Guard; and (2) provides medical and dental care to Coast Guard military personnel and eligible dependents through hospitals, clinics, infirmaries, sick bays, motorized dental units and contract resources located throughout the United States and foreign countries and aboard Coast Guard vessels.

*Bureau of Prisons Medical Program (2981).* (1) Develops and directs a comprehensive medical program for prisoners in Federal prisons and correctional institutions; (2) provides medical, psychiatric, and related services for such prisoners through hospitals and infirmaries located primarily at Bureau of Prisons facilities; (3) collaborates in planning prison hospital construction; and (4) helps develop standards for medical care in State and county prisons.

*Bureau of Employees' Compensation Medical Program (2991).* (1) Develops and directs a comprehensive medical services program for Federal employees who sustain an injury or illness as a result of their employment; (2) provides technical advice in the adjudication of compensation claims; and (3) participates in staff educational activities.

*Field Organization.* The Service provides a comprehensive program of direct health care for designated Federal beneficiaries and selected community groups; carries out the training of health services personnel; conducts intramural and health services research; plans and performs activities in support of and in cooperation with intra-agency and inter-agency sponsored community programs. The mission of the Service is carried out through a system of hospitals, clinics, dispensaries, mobile units, health units, medical stockpile depots, and other facilities.

*Sec. 5-C Delegations of Authority.* The order of succession and delegations of authority to the Administrator, and related matters are indicated below.

*Order of succession.* During the absence or disability of the Administrator or in the event of a vacancy in that office,

the first official listed below who is available shall act as Administrator, except during a planned period of absence for which a different order has been specified under (2) below:

(1) (a) Deputy Administrator; (b) Associate Administrator.

(2) For a planned period of absence, the Administrator may specify a different order of succession.

*Delegations of authorities.* The Administrator shall continue to exercise all of the authorities given to him under the April 1, 1968, Redefinition by the Assistant Secretary for Health and Scientific Affairs (33 F.R. 5426) as amended May 1, 1968, (33 F.R. 6891) and the Secretary's Reorganization Order of July 1, 1968 (33 F.R. 9909). All delegations or re delegations to any officers or employees of the Administration which were in effect immediately prior to the effective date hereof continue in effect in them or their successors.

Dated: October 24, 1968.

DONALD F. SIMPSON,  
Assistant Secretary  
for Administration.

[F.R. Doc. 68-13180; Filed, Oct. 29, 1968;  
8:47 a.m.]

# HSMHA

Health Services and Mental Health Administration

# NEWS

VOL. 1, NO. 5

OCTOBER 1968

See pages 14-15 for CHART

## REORGANIZED STRUCTURE GETS SECRETARY'S APPROVAL

The organizational structure of the Health Services and Mental Health Administration (HSMHA) was announced this week following formal approval by Secretary of Health, Education, and Welfare, Wilbur J. Cohen.

The structure has been the basis for HSMHA operations since September 1, 1968, with Irving J. Lewis, Deputy Administrator, designated Acting Administrator of HSMHA by the Secretary on September 3.

Dr. Alan W. Donaldson will continue to serve as Associate Administrator. Other top assignments are:

Dr. Paul Q. Peterson, Associate Administrator for Direct Health Programs. Dr. Peterson previously was Deputy Director of the Bureau of Health Services. In his new assignment he will coordinate the direct health care programs of HSMHA serving merchant seamen, American Indians, Alaska Natives, and Programs for the U.S. Coast Guard, the Bureau of Prisons, and the Bureau of Employees' Compensation.

Assisting Dr. Peterson, as Deputy Associate Administrator for Direct Health Programs, will be Dr. Kazumi Kasuga.

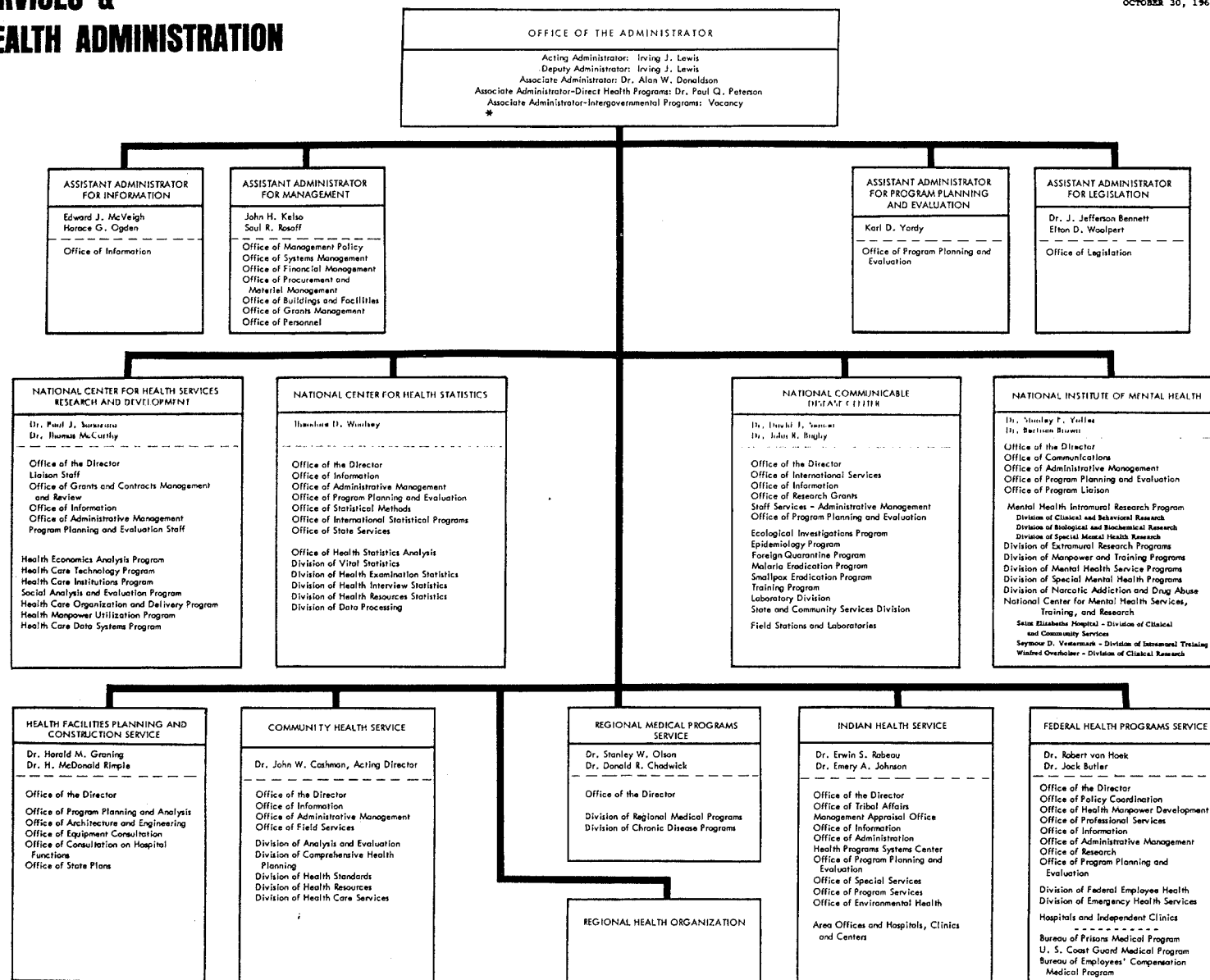
Dr. Robert Leslie Smith, Regional Health Director in San Francisco, who currently is serving as Special Assistant for the Partnership for Health Program. Dr. Smith has been temporarily assigned to Mr. Lewis' office to direct a task force of officials from various parts of HSMHA to assess the result of the first two years of operation under the new Partnership for Health law.

The four major staff offices in the Office of the Administrator will be under the direction of: Assistant Administrator for Management, John H. Kelso; Assistant Administrator for Program Planning and Evaluation, Karl D. Yordy; Assistant Administrator for Legislation, Dr. J. Jefferson Bennett; and Assistant Administrator for Information, Edward J. McVeigh.

(Continued on page 4)

# HEALTH SERVICES & MENTAL HEALTH ADMINISTRATION

OCTOBER 30, 1968





# Agency Has Nine Operating Components

Operating components of the Administration include:

- National Institute of Mental Health, Dr. Stanley F. Yolles, Director and Dr. Bertram Brown, Deputy Director.
- Community Health Service (combining the Office of Comprehensive Health Planning with components of the Division of Medical Care Administration), Dr. John Cashman, Acting Director.
- Regional Medical Programs Service (including elements of the National Center for Chronic Diseases), Dr. Stanley W. Olson, Director, and Dr. Donald R. Chadwick, Deputy Director.
- National Center for Health Services Research and Development, Dr. Paul J. Sanazaro, Director, and Dr. Thomas McCarthy, Deputy Director.
- National Communicable Disease Center, Dr. David E. Sencer, Director, and Dr. John R. Bagby, Deputy Director.
- Health Facilities Planning and Construction Services (replacing the Division of Hospital and Medical Facilities), Dr. Harald M. Graning, Director, and Dr. H. McDonald Rimple, Deputy Director.
- National Center for Health Statistics, Theodore D. Woolsey, Director
- Indian Health Service, Dr. E. S. Rabeau, Director, and Dr. Emery A. Johnson, Deputy Director.
- Federal Health Programs Service (including the former Division of Direct Health Services, the Division of Federal Employee Health, and the former Division of Health Mobilization now renamed as the Division of Emergency Health Services), Dr. Robert van Hoek, Director, and Dr. Jack Butler, Deputy Director. This Service will also have the responsibility for providing administrative and professional support for the Medical Programs of the Bureau of Prisons, the U.S. Coast Guard, and the Bureau of Employees' Compensation.

The delegations of authority stipulate: "The Administrator shall continue to exercise all of the authorities given to him under the April 1, 1968, re-delegation by the Assistant Secretary for Health and Scientific Affairs (33 F.R. 5426) as amended May 1, 1968 (33 F.R. 6891) and the Secretary's Reorganization Order of July 1, 1968, (33 F.R. 9900). All delegations or redelegations to any officers or employees of the Administration which were in effect immediately prior to the effective date hereof continue in effect in them or their successors."

## HSMHA News

Irving J. Lewis  
Acting Administrator, HSMHA

Edward J. McVeigh  
Information Director

Tom. Brubeck  
Editor

Health Services & Mental Health Administration

Public Health Service

U. S. Department of Health, Education, and Welfare